

ACN Open Enrollment Pre-registration Guide for Families

(June 24-August 22, 2021)

Summer semester open enrollment pre-registration is available. This means families can pre-register for any summer courses and course seats fill through a waitlist process. Fall, spring, and yearlong open enrollment pre-registrations will begin August 23rd.

Please remember, every semester for credit-bearing courses in grades 8-12 have a maximum number of enrollments for any student to accept. The portal will only allow you to accept up to the course maximums:

- 1. Summer: 1 credit-bearing course (dual enrollment, work based learning (WBL) or career credential (CC))
- 2. Fall: 2 courses total (both can be credit-bearing)
- 3. Spring: 2 courses total (both can be credit-bearing)
- 4. Yearlong: count as 1 course for fall and 1 course for spring

Additional EnrollRI step-by-step instructions and screenshots are located below for additional help.

Step 1: Create an Account (detailed instructions linked for Grades <u>K-8</u> for parent accounts and grades <u>9-12</u> for student accounts) **OR** Log back in to your account: https://enrollri.force.com/Courses/Courses SiteLogin



Step 2: Enter the verification code sent to the email or mobile number used to create the account and click "verify"



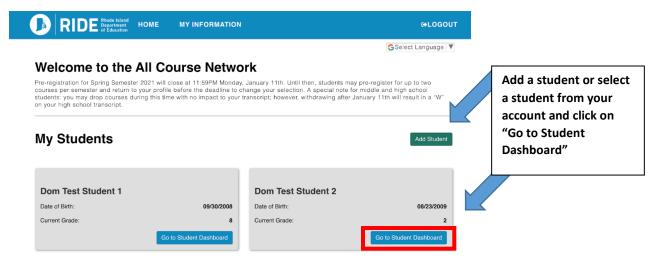
A verification code has been sent to your Email. Please enter the code to log in. If you no longer have access to the verification method, please contact HelpEnrollRi@Ride ri.gov

Verification Code

Cancel Verify

Resend Verification Code

Step 3 (Parents/Guardians, Grades K-7): Add Student or Go to Student Dashboard



To "Add Student":

- Fill in "student information" for each student.
- Fields with the red lines are required.

This information can be edited at any time from the student dashboard.

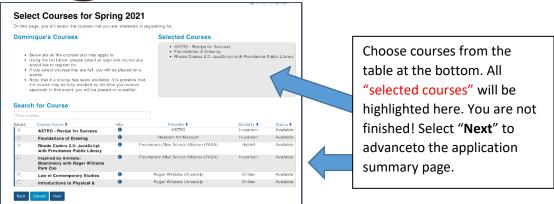


Step 4 (All): Select "Add Course" and select "Summer" as the semester to begin. Next, you will then be taken to the Course Selection Page pictured here where you can choose courses.



All Course Network

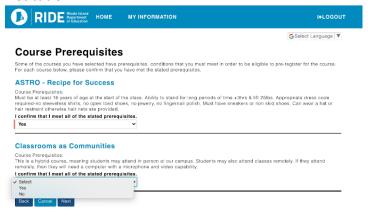
Expanding Opportunities



To learn more about a course, click on the icon to get more info on a course.

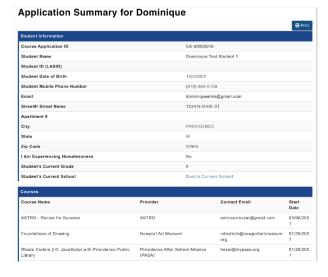


Step 5: Students/parents must confirm they meet the prerequisites for relevant courses. *Please note: ALL dual enrollment courses require additional registration steps with the institution.*





Step 6: Accept terms by checking the boxes and type initials. Select "Submit" to finalize the pre-registration application.
All information entered on the pre-registration form displays on a summary. This page can be printed. Once the terms and conditions are accepted, a copy of this information is sent to the email address reflected on the summary.



What Happens Next?

- Immediately after a new pre-registration application is submitted, the course(s) will be listed under "Pre-registered Courses" as "Waitlisted" on the Student Dashboard.
- EnrollRI will batch process pre-registrations *nightly*. You will not see a course immediately listed as "Enrolled" even if there is availability in the course. Expect to wait up to 24 hours to see the course status change.
- If a student is #1 on the waitlist for a course and a spot opens up, they will receive an email notification that they are enrolled. Check the Student Dashboard for course status.
 - O HOWEVER, if an enrollment offer would put the student over the maximum number of courses allowed, the student/family will have 1 day to log back into EnrollRI. During this time, the student/family must "drop" or "withdraw" from one of their previously enrolled courses and "accept" the new seat. Last, the new course will be listed under "Action Required" and the student/family must "accept" or "decline" the offer before the offer expires.
- Students/Families may "drop" enrichment courses up to the day prior to the start date.
- Most credit bearing courses will remain open for a one-week add/drop period during the first week of the course. Students taking credit bearing courses who withdraw after the add/drop period will have a "W" on their transcript. For this reason, it is important that students drop a course on their Student Dashboard within the add/drop period.
- Additional screenshots are below.

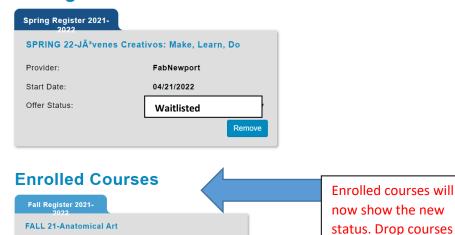
Once a student is preregistered for a course, it will show up in their student dashboard as "waitlisted." A user can remove a waitlisted course at any time.

Preregistered Courses

Provider:

Start Date:

Enrollment Status:



ACN: RI Nurses Institute Middle College (RINIMC)

09/19/2021

Enrolled

For additional information on the ACN, click <u>here</u> to access RIDE's ACN website or email acn@ride.ri.gov. ACN <u>Frequently Asked Questions</u> are also included. Email <u>HelpEnrollRI@ride.ri.gove</u> with technical questions.

you no longer want.